

CITY OF CHESTERMERE
POLICY HANDBOOK

EFFECTIVE DATE: May 22, 2018		SECTION: 800	POLICY: 839
APPROVED BY: COUNCIL	APPROVED DATE: May 22, 2018	TITLE OF POLICY: Proclamations and Letters of Support	
REVIEW DATE: January 2022	AMENDMENT DATE:	PAGE NO.: 1 of 3	
POLICIES AMENDED / RESCINDED:		POLICY TYPE: Council Policy	

PURPOSE

The purpose of this policy is to set out the application process and criteria for the issuance of Proclamations and Letters of Support.

DEFINITIONS

Letter of Support: a signed document by the Mayor and sometimes Council outlining the City's support of a particular circumstance.

Not-for-Profit: an organization which exists for educational, athletic, recreational or charitable reasons and from which its shareholders, trustees or board members do not benefit financially.

Proclamation: an official public announcement or declaration given by the Mayor to formally recognize a special circumstance.

POLICY STATEMENT

All Proclamations and Letters of Support must be made through the Office of the Mayor, in writing, and must be received at least one week (seven days) prior to the desired date of Proclamation or submission.

A. Responsibilities

1. City Council is to approve, by resolution, this policy and any amendments.
2. The Mayor is to approve Proclamations and administer Letters of Support that fit the criteria of this policy.
3. The Chief Administrative Officer is to:
 - a. Ensure the implementation of this policy and procedure;

- b. Make recommendations to the Mayor for Proclamations and Letters of Support fitting the criteria of the policy; and
- c. Consult with applicable staff members, where required, to ensure all necessary information is gathered prior to the Proclamation or Letter of Support being administered.

B. Proclamations

1. All requests must contain a draft copy of the wording of the Proclamation. The City of Chestermere may revise the wording prior to declaration.
2. A request for Proclamation must meet all of the following criteria:
 - a. The sponsoring agency be a local business, not-for-profit organization or a City initiative;
 - b. There must be a charitable component to the cause;
 - c. The cause be of benefit to the majority of Chestermere residents.
3. Proclamations will not be issued for:
 - a. Matters that are politically or religiously motivated or represent individual conviction;
 - b. Campaigns, events or activities that are contrary to the City of Chestermere's policies or bylaws;
 - c. Individuals or organizations that espouse discrimination, hatred, violence or racism;
 - d. Matters that do not contribute to the betterment of the community or do not represent local interest;
 - e. Events or activities intended for profit-making purposes.
4. External organizations or individuals can only request one proclamation per calendar year.
5. The City will not be responsible for any costs associated with a proclamation made including publication of the proclamation, unless it is an initiative of the City.
6. Once signed, all applicable parties will be notified and the Proclamation will be posted on the City's website.

C. Letter of Support

1. All requests for a Letter of Support must contain the following:
 - a. contact information of who the letter should be addressed to;
 - b. contact information of who is requesting the letter;
 - c. background information on the organization or individual requesting the letter; and
 - d. details regarding the grant being applied for (if applicable);

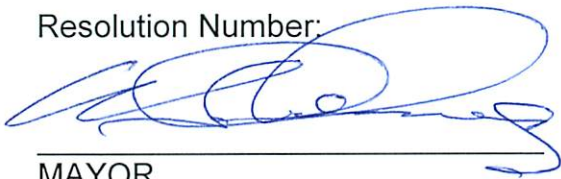
- e. grant amount (if applicable);
 - f. a draft copy of the Letter of Support in which the City is able to modify as necessary
2. The Mayor is entrusted to issue a Letter of Support on behalf of the City as long as the letter contains no commitment for funding or resources of the City.
 3. Once signed, the Letter of Support will be provided to the applicable organization.

ADMINISTRATION

If required or requested by the Mayor, the Chief Administrative Officer may consult with staff to ensure all relevant information is gathered prior to the Proclamation or Letter of Support being issued. The Chief Administrative Officer and staff may make recommendations to the Mayor based on their findings.

Adopted by Council: *May 22, 2018*

Resolution Number:



MAYOR



CAO